



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

Mr. John Smith  
Manager  
Smith's MSB  
123 Main Street  
Any City, WI 12345

Dear Mr. Smith:

As part of our nation's financial community, businesses called money services businesses (MSBs) must comply with a federal law known as the Bank Secrecy Act (BSA), 31 U.S.C. 5311–5330. The BSA is a federal recordkeeping and reporting law applicable to financial institutions. BSA data helps law enforcement detect and deter financial crimes, including money laundering and terrorist financing. This letter has been sent to you to inform you about an important new BSA requirement: MSB registration.

Certain MSBs must register with the Department of the Treasury's Financial Crimes Enforcement Network (FinCEN). Registration is simple, as you will see from the enclosed form, and **it is required by law**. To comply, an MSB must be registered — by the owner or controlling person of the MSB — **by December 31, 2001**.

A business may be an MSB if it offers any of the following services:

- Money orders
- Traveler's checks
- Money transmission
- Check cashing
- Currency exchange

If your business does not conduct \$1,000 or more in business with any one person on any one day, it may not be classified as an MSB. No threshold, however, applies to money transmission. If your business serves only as an agent for another MSB — for example, a business that sells money orders issued by another company — your business, even if it is an MSB, is not required to be registered. Please refer to the enclosed fact sheet and registration form (with instructions) for more information.

In addition, in early 2002, MSBs that offer money transmission, money orders, or traveler's checks — even if they serve only as agents — must report suspicious activity to FinCEN. Early next year information will be available regarding the form to be used by MSBs to report suspicious activity as well as guidance to assist MSBs in recognizing and reporting such activity.

It is important to remember that MSBs are financial institutions under the BSA and must comply with all BSA recordkeeping and reporting requirements applicable to financial institutions.

If you have any questions about any of these BSA requirements, please refer to the new MSB website at **[www.msb.gov](http://www.msb.gov)** or call 1-800-800-2877 and press 3.

Sincerely,

/s/

Patrice Motz  
Chief, Money Services Business Program  
Office of Compliance and Regulatory Enforcement